

2016-2017 SB503 Breakfast After the Bell Grant

School Year 2016-2017

Administered by:

The Nevada Department of Agriculture

Food & Nutrition Division

Applications Due by July 15th, 2016

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<https://breakfast.nv.gov>



TABLE OF CONTENTS

Background/Overview	Page 3
Scope of Work Program Priorities	Page 3
Application Deadline	Page 3
Funding Availability	Page 3
Eligible Recipients	Page 4
Application Submission Instructions	Page 4
Timeline	Page 4
Application Review	Page 5
Grant Award/ Post-Award Process	Page 5
Use of Funds	Page 5
Request for Reimbursement	Page 6
Helpful Tips and Resources	Page 6

Background/Overview

Senate Bill 503 was signed by Governor Sandoval on June 12, 2015 mandating that all schools with a Free and Reduced Price Lunch Eligibility rate of 70% or greater serve breakfast after the start of the school day. The first year of implementation was a challenge but we have seen huge successes as a result of lots of hard work on behalf of school food service staff, school administrators and teachers. Breakfast participation rates at SB 503 schools statewide has more than doubled, from an average participation rate of 20% to 43%. This legislation and the efforts of the districts in implementing this legislation has resulted in an additional \$4.5 million in federal funds being brought into Nevada and an additional 2,279,025 more breakfasts being served to hungry kids compared to last school year.

Funding for this program is provided through Senate Bill 503 which set aside two million dollars in grant funds over two years to assist schools with the costs of implementing breakfast after the bell. In year one, a total of \$1,000,000 in grant funds was awarded to schools to implement SB 503. This RFA provides the information to apply for grant funds in year 2, during which another \$1,000,000 are available.

Scope of Work/Program Priorities

The Nevada Department of Agriculture (NDA) is pleased to announce a grant to help implement breakfast after the bell at all schools with a Free and Reduced Price Lunch Eligibility rate of 70% or greater. Funds will allow schools to purchase equipment such as ovens, refrigerators, or carts to deliver food to classrooms, to market the program or to increase the hours of current staff members to implement the program. Each school will be able to determine how best they can use the funds. The NDA is available to provide technical assistance and professional development. It is recommended that you contact your Food Service Director about how your school will implement breakfast after the bell and what supplies your school will need. If your district has a grants coordinator/grants manager it is highly recommended that you connect with them as well prior to submitting a grant application.

Application Deadline

To be eligible for consideration, the NDA must receive all submissions by electronic submission on the Nevada School Breakfast Website no later than **5:00pm on July 15th, 2016.**

Funding Availability

Approximately \$1,000,000 is available for funding for the 2016-2017 school year. The following table provides the enrollment range and suggested amount of funding per school.

# of Schools by Student Enrollment Range	Amount Per School
0-50	\$ 3,000.00
51 - 100	\$ 5,000.00
101 - 500	\$ 7,500.00
501-1000	\$ 9,000.00
1001-1500	\$ 11,000.00
1501 +	\$ 13,000.00

Eligibility for Breakfast After the Bell

To be eligible for this grant funding your school must have a Free and Reduced Price Lunch Eligibility rate of 70% or greater. If your school meets that rate then SB503 makes it mandatory that your school serve breakfast after the start of the school day.

Application and Submission Instructions

The NDA has created an online application for the Breakfast After the Bell grant. You can access the online application here: <https://breakfast.nv.gov>. NDA will issue logins to eligible school district staff. If you do not receive a login and believe that you need access or are having issues logging in, please contact the Food & Nutrition Division at (775)353-3758.

Instructions for how to fill out the application can be found in the Breakfast After the Bell Grant application User Manual. This manual can be found on the home page of the application site once you have logged in.

One application for each eligible school must be filled out, reviewed, and approved. Information provided should be complete and as accurate as possible. Below is the information required on each application:

- Proposed Service Type for Breakfast After the Bell
- Estimate of Increased Breakfast Participation for SY 2016-17
- School Breakfast Program Contact Information
- Grant/Fiscal Contact Information
- Challenges to Implementation of Breakfast After the Bell
- Summary of plan to Implement Breakfast After the Bell
- Describe How Success will be Measured

Submitted electronic applications are due no later than **5:00pm on July 15th, 2016.**

Timeline

May 2016 - Letters sent out to principals of eligible schools.

May 26th, 2016 - Application site open to eligible applicants.

July 15th, 2016 - Applications due.

July 15th to 29th, 2016 – Applications will be reviewed and scored.

August 1st, 2016- Final announcement of recipients and amounts.

June 15th, 2017- Final request for reimbursement must be submitted.

Application Review Process

Once your application is submitted, each application will need to be reviewed and approved by two NDA staff members. Once this occurs, your application will either be considered denied or approved. If you have a grant application that has been denied, unless you opted out of the email notifications, you should receive an email telling you of the denial and the reason it was denied.

Grant Award/Post-Award Process

Upon final approval of grant award, all sub-grant recipients must sign a Notice of Sub grant Award Agreement stating that funds shall be used as described in the application. A signed and initialed grant guidelines document must also be submitted in order to demonstrate acknowledgement and understanding of sub-grant requirements.

By signing the sub-agreement you agree to the terms in the Uniform Federal Assistance Regulations, complete activities outlined in your approved grant application, all state and federal laws, approved budget, NDA policy/procedures, and Award Terms and conditions of parent award.

- Disclose Conflicts
- Use award funds for purposes only as specified in agreement.
- You must comply with all labor laws, Civil Rights Act of 1964, and the American Disabilities Act.

Use of Funds

Grants funds are available to help with the implementation and operation of breakfast after the bell. Funds will allow schools to purchase food service equipment such as ovens, refrigerators, or carts to deliver food to classrooms, to market the program or to increase the hours of current food service staff members to implement the program. Each school will be able to determine how best they can use the funds. There are 6 budget categories that budgets request should be put into:

- Personnel
- Fringe Benefits

- Travel Costs
- Equipment (items exceeding \$5,000)
- Supplies
- Miscellaneous (other requests that do not fit into the other categories)

Reimbursement of Expenses

Funds are disbursed on a reimbursement basis and upon submission of a payment request form and adequate supporting documentation.

For equipment and supply purchases supporting documentation includes receipts, invoices, and copied checks of approved purchases. If receipts do not clearly specify what items were purchased and utilized for grant activities you must specify. Itemized expense reports are strongly encouraged. For personnel cost supporting documentation includes financial documentation to support wages paid and hours worked.

Payments will be made within 30-45 days after receipt of properly completed reimbursement requests. The deadline for submitting a reimbursement claim will be June 15th, 2017. Any requests received after June 15th 2017 will not be processed for reimbursement. This deadline is to ensure that we have enough time to process the request on our end. All funds must be expended by July 1, 2017.

Helpful Tips and Resources

Common Supplies

The handout on commonly purchased items/supplies for implementing breakfast after the bell can be found on the homepage of the online application site. It is listed on the right hand side of the page towards the bottom, under “Documents”.

Tips for Grant Application Success

There are a few important tips to keep in mind when submitting a grant request, or revised request. To support your school’s breakfast after the bell program:

- SB503 Breakfast After the Bell requires that breakfast be served **AFTER** the start of the instructional school day. The grant request narrative must include sufficient detail to describe breakfast service that a) occurs after the start of the school day; b) includes the type of breakfast service; c) where breakfast will be served (classroom, Multi-purpose room, cafeteria, kiosks in the courtyard, etc.); AND d) how requested items will be utilized to meet planned breakfast service. Grant applications that do not state breakfast will be available after the start of the school day will **NOT BE APPROVED**.

- Example of **incomplete** description: *Breakfast time is currently built in from 7:00 – 7:30 before the instructional day begins.* (Breakfast must be offered after the start of the instructional day).
- Example of **incomplete** description: *Breakfast time is currently built in from 7:00 – 7:30.* (This description needs to include when the school day starts. Breakfast must be offered after the start of the instructional day, so additional information would need to be included as to when the school day will start. For example, the school day starts at 7 am and breakfast will be available in the cafeteria from 7 am to 7:30am).
- Example of **insufficient** detail: *Currently serving free breakfast opportunities for students. Students are encouraged to eat breakfast after the start of the instructional day. The cafeteria windows remain open until 10:00am and is available for students arriving late.* (Description must include how, when and where breakfast will be served and how requested funds will be used to serve breakfast after the bell). The use of items requested, such as additional personnel or supplies such as a laptop, must be described in the summary. For example, *EXAMPLE High School is currently serving breakfast for students after first period. Students are encouraged to eat breakfast after the start of the instructional day. The cafeteria windows are open from 10:00am until 10:15am to serve students breakfast in addition to a traditional cafeteria service before the school day starts. The additional staff person and laptop requested in the grant application will be used to expand the breakfast service lines available.*
- Example of **insufficient** detail: *All students will receive District provided breakfast upon arrival.* (Description must include how, when and where breakfast will be served and how requested funds will be used to serve breakfast after the bell). Please also note that students cannot be required to take a breakfast.
- Example of **approved** narrative: *The proposed implementation for breakfast after the bell will include mobile food service carts. These mobile food service carts will be used to serve breakfast after the bell to provide a second site of service and push into the classroom. Each cart will need to have a Point of Sale computer, so students can scan their breakfast/lunch card.* (This description includes how, when and where breakfast is served and how requested items will be used).
- Other items to note:
 - **No indirect costs are allowed.**
 - Grant items requested cannot supplant costs that would typically be covered by the previous breakfast service model.